A Guide to Broadband Funding Opportunities

How to Navigate the Grant Process

Compliments of
U.S. Senator Kirsten E. Gillibrand
New York

July 2009

Note: This document will be continuously updated as information becomes available.

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<u>Introduction</u>

Dear Fellow New Yorker:

Each year, the federal and New York State governments distribute millions of dollars worth of grants and loans for broadband and telecommunications projects. While much progress has been made in broadband deployment throughout the state, for many New Yorkers, the digital divide still needs to be closed. With many individuals struggling during these tough economic times, I am committed to assisting New Yorkers with securing funding that can connect all New Yorkers to the information superhighway, ensuring a chance to compete in the digital marketplace of the global economy.

Finding the resources that meet your needs in this complex web of agencies can be an impossible task. For this reason, I have created this guidebook to serve as a starting point in providing information about what resources are available to individuals, businesses, community organizations and local governments.

The information in this guidebook details broadband and telecommunications grants and loans. Its contents are by no means comprehensive; as new programs and opportunities emerge, its contents will be updated to provide New Yorkers with the most information possible.
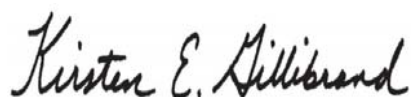
The guidebook is comprised of 3 different sections, each providing information about grant funding sources, strategies for writing effective grant proposals and ways in which my office can assist you in this process. I highly encourage you to also visit the following website that the Federal Communications Commission: http://wireless.fcc.gov/outreach/index.htm?job=broadband_home. This serves as an excellent clearinghouse of the most up-to-date broadband funding opportunities.

My Senate website (www.Gillibrand.senate.gov) is continually updated with critical information about various funding opportunities that are available to you, how to access them, and where to apply.

As you move forward with any grant opportunities, please contact Jon Cardinal, my Grants Director, for letters of support, when applicable. You can reach him in my Washington, D.C. Office at Grants@Gillibrand.Senate.gov, or (202)-224-4451.

Sincerely,

Kirsten E. Gillibrand

Kirsten E. Gillibrand

Section I
Rural Development Utilities Programs

1) Rural Broadband Access Loans and Loan Guarantees Program

➢ Provides loans (and loan guarantees) to eligible applicants, including telephone companies, telephone cooperatives, municipalities, nonprofit organizations, and tribes, to deploy infrastructures that provide broadband service in rural communities that meet the program's eligibility requirements.

Additional Information:
➢ Broadband Service means any technology having the capacity to transmit at a minimum transmission speed of 200 kbps both from and to a residential subscriber. The rate of data transmission is subject to annual review and will be published in the Notice of Funds Availability at the beginning of each fiscal year. Loans maturities are equal to the composite economic life of the facilities financed. The interest rate for the Cost-of-Money program is equal to the cost of borrowing to the Department of Treasury for a comparable maturity. The 4-Percent program interest rate is 4 percent and the maximum loan amount for the 4-Percent program is $7.5 million. The interest rate for the Guarantee program is set by the lender.

The program is an ongoing program with applications evaluated on a first come, first served basis. There is no deadline for applications.

Eligibility:
➢ **Applicant Eligibility**
Eligible rural communities are any area of the United States (which includes its territories and insular possessions); that is not contained in an incorporated city or town with a population in excess of 20,000 inhabitants, based on the most recent available information of the Bureau of the Census. The following are eligible: cooperative, nonprofit, limited dividend or mutual associations, limited liability companies, commercial organizations, Indian tribes, tribal organizations, state government, local government, including those located in the U.S. territories and countries included in the Compact of Free Association Act of 1985, providing or proposing to provide broadband services in eligible rural communities. The following are not eligible: individuals, partnerships, limited liability partnerships, and any entity serving more than 2 percent of the telephone subscriber lines installed in the United States. Applicants must meet a credit support requirement.

Beneficiary Eligibility
Residents of eligible rural communities and others who may receive service as a result of service provided to a rural area.

Contact:
➢ Telephone: (202) 720 9554
Fax: (202) 720 0810
Website: http://www.usda.gov/rus/telecom/broadband.htm or http://www.federalgrantswire.com/rural-broadband-access-loans-and-loan-guarantees.html

2) Community Connect Grant Program

➢ Provides community access to broadband services in unserved areas through a one-time grant to such organizations as tribes, cooperatives, private companies, and universities, and uses the infrastructure built by the grant to create opportunities for continued improvement.

Additional Information:
➢ Grants funds may be used to finance:
- The construction, acquisition, or lease of facilities, including spectrum, to deploy broadband transmission services to all critical community facilities and to offer such service to all residential and business customers located within the proposed service area.
- The improvement, expansion, construction, acquisition, or leasing of a community center that furnishes free access to broadband Internet service, provided that the community center is open and accessible to area residents before, during, and after normal working hours and on Saturday or Sunday. Grant funds provided for the community center are limited to the greater of $100,000 or 5% of the grant amount requested.
  - The costs of the computer access points, their installation, or connection to the broadband transmission system are not included in this limitation.
  - The acquisition or leasing of land for the community center is not included in this limitation.
- End-user equipment needed to carry out the project.
- All operating expenses incurred in providing broadband transmission service to critical community facilities and to provide training and instruction for the first two years of operation shall not exceed a combined total of $250,000 in grant and/or matching funds. Salary and administrative expenses will be subject to review, and may be limited, by Rural Development, for reasonableness in relation to the scope of the project.

- The purchase of land and/or buildings, or building construction needed to carry out the project.
➢ All equipment purchased with grant and/or matching funds must be new or nondepreciated.

Eligibility:
➢ To be eligible for a grant, the applicant must:
- Be legally organized as an incorporated organization, an Indian tribe or tribal organization, a state or local unit of government, or other legal entity, including cooperatives or private corporations or limited liability companies organized on a for profit or not-for profit basis.
- Have the legal capacity and authority to own and operate the broadband facilities as proposed in its application, to enter into contracts and to otherwise comply with applicable federal statutes and regulations.
- The applicant may not be an individual or partnership.
➢ To be eligible for a grant, the Project must:
- Serve a Rural Area throughout which Broadband Transmission Service does not currently exist, to be verified by Rural Development prior to the award of the grant;
- Serve one and only one Community recognized in the latest decennial census as published by the Bureau of the Census or in the most recent edition of a Rand McNally Atlas. If the application includes more than one community then it will be considered ineligible.
- Deploy Basic Broadband Transmission Service, free of all charges for at least 2 years, to all Critical Community Facilities located within the proposed Service Area;
- Offer Basic Broadband Transmission Service to residential and business customers within the proposed Service Area; and
- Provide a Community Center with at least ten (10) Computer Access Points within the proposed Service Area, and make Broadband Transmission Service available therein, free of all charges to users for at least 2 years

Contact:
➢ Point of Contact: Kenneth Kuchno, Director
Telephone: (202) 690-4673
Email: community.connect@wdc.usda.gov.
Website: http://www.usda.gov/rus/telecom/commconnect.htm

3) Telephone Loans and Loan Guarantees Program

➢ Provides long-term-direct and guaranteed loans to qualified organizations, often incumbent local exchange carriers that finance voice telephone service. Since 1995, these

telephone lines have been capable of providing broadband service using digital subscriber line (DSL) technology.

Additional Information:

➢ Long-term direct and guaranteed loans to qualified organizations for the purpose of financing the improvement, expansion, construction, acquisition, and operation of telephone lines, facilities, or systems to furnish and improve Telecommunications service in rural areas. "Rural area" is defined as any area of the United States, its territories and insular possessions (including any areas within the Federated States of Micronesia, the Republic of Palau) not included within the boundaries of any incorporated or unincorporated city, village, or borough having a population exceeding 5,000 inhabitants. The population figure is obtained from the most recent data available, such as from the Bureau of Census and Rand McNally and Company. For purposes of the "rural area" definition, the character of an area is determined at the time the initial loan for the system is made.

Preapplication Coordination
Applicants must supply environmental impact information to determine whether an environmental impact assessment or an environmental impact statement will be required.

Application Procedure
The completed loan application consists of four parts: an RUS Form 490; Application for Telephone Loan or Loan Guarantee; a market survey called Area Coverage Survey (ACS); the plan and associated costs for the proposed construction called the Loan Design (LD); and other various supplementary information.

Award Procedure
Depending on the amount of the application, and loan committee(s) recommendation, the RUS Administrator, Assistant Administrator, or appropriate Area Director makes the final decision on approval of the loan or loan guarantee upon a finding that it is economically feasible and serves the purposes of the Rural Electrification Act. Borrowers and Members of Congress are notified of the approval of a loan or loan guarantee directly, and the public is notified through normal media communications.

Deadlines
Applications are processed on a first-come, first-serve basis throughout the fiscal year ending September 30.

Eligibility:
➢ **Applicant Eligibility**
  - Telephone companies or cooperatives, nonprofit associations, limited dividend associations, mutual associations or public bodies including those located in the U.S. Territories and countries included in the Compact of Free Association Act of

1985, providing or proposing to provide telecommunications service to meet the needs of rural areas.

➢ **Beneficiary Eligibility**
- Residents of rural areas and others who may also receive telephone service as a result of service provided to a rural area.

Contact:
➢ http://www.federalgrantswire.com/rural-telephone-loans-and-loan-guarantees.html

4) Distance Learning and Telemedicine Loans and Grants Program

➢ Provides loans and grants to rural community facilities (e.g., schools, libraries, hospitals, and tribal organizations) for advanced telecommunications systems that can provide health care and educational benefits to rural areas.

Additional Information:
➢ The DLT Program provides three kinds of financial assistance.
1. 100% Grant
2. Combination Loan-Grant (no current Budget Authority)
3. 100% Loan (no current Budget Authority)

Eligibility:
➢ To be eligible for a grant, your organization must:
- Currently deliver or propose to deliver distance learning or telemedicine services for the term of the grant. To receive a grant, the purposes must meet the grant definition of distance learning and telemedicine. The DLT program is focused on sustainability. Planning studies, research projects, and short-term demonstration projects of less than two years will not be considered.
- Be legally organized as an incorporated organization or partnership; an Indian tribe or tribal organization; a state or local unit of government; a consortium; or other legal entity, including a private corporation organized on a for profit or not-for profit basis with the legal capacity to contract with the United States Government.
- Operate a rural community facility or deliver distance learning or telemedicine services to entities that operate a rural community facility or to residents of rural areas at rates calculated to ensure that the benefit of the financial assistance passes through to such entities or to residents of rural areas.

Contact:
➢ Point of Contact: Sam Morgan
Telephone: (202) 205-3733
Email: sam.morganl@wdc.usda.gov
Second Point of Contact: Gary Allan

Telephone: (202) 720-0413
Email: gary.allan@wdc.usda.gov
Website: http://www.usda.gov/rus/telecom/dlt/dlt.htm

Section II
Federal Communications Commission

1) Universal Service High Cost Program

  ➢ Provides funding to eligible telecommunications carriers to help pay for telecommunications services in high-cost, rural, and insular areas so that prices charged to customers are reasonably comparable across all regions of the nation.

Additional Information:
  ➢ The goals of Universal Service, are to:
    • Promote the availability of quality services at just, reasonable and affordable rates for all consumers
    • Advance the availability of such services to all consumers, including those in low income, rural, insular, and high cost areas at rates that are reasonably comparable to those charged in urban areas
    • Increase nationwide access to telecommunications and advanced services in schools, libraries and rural health care facilities
    • Provide equitable and non-discriminatory contributions from all providers of telecommunications services to the fund supporting universal service programs

  Applying for High Cost Program Support
  Incumbent local exchange carriers (ILECs) can be a combination of either rural or non-rural companies, and "price cap" or "rate-of-return" companies. Applying for these categories determine the type of High Cost support for which an ILEC is eligible. A competitive eligible telecommunications carrier (CETC) receives High Cost support based on the status of the ILEC in whose service area the CETC operates.

Eligibility:
  ➢ Wireline and wireless telephone companies seeking to participate in any of the High Cost Program support components must be designated as eligible telecommunications carriers (ETCs) and meet ongoing requirements for each component.

Contact:
  ➢ Website: http://www.fcc.gov/wcb/tapd/universal_service/highcost.html, http://www.fcc.gov/wcb/tapd/universal_service/ or http://www.universalservice.org/hc/

2) Universal Service Schools and Libraries Program

➢ Provides discounts for affordable telecommunications and Internet access services to ensure that schools and libraries have access to affordable telecommunications and information services.

Additional Information:

➢ This program is also known as "E-Rate" and is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). It is one of four support programs funded through a Universal Service fee charged to companies that provide interstate and/or international telecommunications services.

Eligibility:

➢ To be eligible:
  - Schools must provide elementary or secondary education as determined under state law.
  - Schools may be public or private institutional day or residential schools, or public charter schools.
  - Schools must operate as non-profit businesses.
  - Schools cannot have an endowment exceeding $50 million.
  - Libraries must be eligible for assistance from a state library administrative agency under that Act.
  - Libraries must have budgets completely separate from any schools (including, but not limited to, elementary and secondary schools, colleges and universities).
  - Libraries cannot operate as for-profit businesses.

Contact:

➢ Telephone: 1-800-229-5476
http://www.universalservice.org/rhc/

3) Universal Service Rural Health Care Pilot Program

➢ Provides funds to cover 85 percent of the cost of constructing 66 statewide or regional broadband telehealth networks in 42 states and 3 U.S. territories and of connecting those projects to dedicated nationwide

Additional Information:

➢ Health Care Providers
The Rural Health Care Program of the Universal Service Fund makes discounts available to eligible rural health care providers for telecommunication services and monthly Internet service charges. The program is intended to ensure that rural health care

providers pay no more for telecommunications in the provision of health care services than their urban counterparts.

Service Providers
The Rural Health Care Program reimburses telecommunications and Internet service providers for services provided to rural health care providers. While health care providers apply for these discounts, USAC works in conjunction with service providers to make sure these discounts are passed on to program participants.

Eligibility:
- ➢ Eligible organizations include:
  - Post-secondary educational institutions offering health care instruction, teaching hospitals, or medical schools
  - Community health centers or health centers providing health care to migrants
  - Local health departments or agencies including dedicated emergency departments of rural for-profit hospitals
  - Community mental health centers
  - Not-for-profit hospitals
  - Rural health clinics including mobile clinics
  - Consortia of HCPs consisting of one or more of the above entities
  - Part-time eligible entities located in otherwise ineligible facilities

Contact:
- ➢ Telephone: 1-800-229-5476
  Website: http://www.universalservice.org/rhc/

Be sure to also visit the following Federal Communications Commission website: http://wireless.fcc.gov/outreach/index.htm?job=broadband_home. This serves as an excellent clearinghouse of the most up-to-date broadband funding opportunities.

Section III
Other Programs

1) Broadband Technology Opportunities Program (BTOP)

➢ The National Telecommunications and Information Administration (NTIA) provides funding for the Broadband Technology Opportunities Program (BTOP). BTOP provides grants to support the deployment of broadband infrastructure in unserved and underserved areas, to enhance broadband capacity at public computer centers, and to encourage sustainable adoption of broadband service. Through this support, BTOP will also advance the Recovery Act's objectives to spur job creation and stimulate long-term economic growth and opportunity.

Additional Information:
➢ Project categories:
- The *Broadband Infrastructure* category (up to $1.2 billion) will fund projects that deliver broadband service through Last Mile or Middle Mile facilities to unserved and underserved areas.
  - Unserved Area: an area, composed of one or more contiguous census blocks where at least 90 percent of households in the proposed funded service area lack access to facilities-based, terrestrial broadband service, either fixed or mobile, at the minimum broadband speed .
  - Underserved Area: Last Mile Projects—an area composed of one or more contiguous census blocks where at least one of the following is met: 1) no more than 50 percent of households in the proposed funded service area have access to facilities-based, terrestrial broadband service at greater than the minimum broadband speed; 2) no fixed or mobile broadband service provider advertises broadband speeds of at least 3 Mbps downstream in the proposed funded service area; or 3) the rate of broadband subscribership for the proposed service area is 40 percent of households or less. Middle Mile Projects—an area composed of one or more contiguous census blocks where one interconnection point terminates in a census block area(s) that qualifies as unserved or underserved for Last Mile projects.

All Broadband Infrastructure grant recipients that offer Internet access services for a fee must agree to participate in the State Broadband Data and Development Program.
- The *Public Computer Center* category (up to $50 million) will fund projects that expand computer center capacity at entities that permit the public to use these computer centers, such as community colleges and public libraries.

- The *Sustainable Broadband Adoption* category (up to $150 million) will fund innovative projects that promote broadband demand, such as projects focused on broadband education, awareness, training, access, equipment or support, particularly among vulnerable populations.

Eligibility:
- ➢ The NOFA states that it is in the public interest to allow for-profit corporations and other organizations not otherwise encompassed in the Recovery Act to be eligible for BTOP grants so as to promote the goals of the Recovery Act.

Contact:
- ➢ Broadband Technology Opportunities Program
  1401 Constitution Ave, NW
  Washington, DC 20230
  Telephone: (202) 482-2048
  Email: btop@ntia.doc.gov
  Website: http://www.ntia.doc.gov/broadbandgrants/

2) **Telecommunications Initiative (Appalachian Regional Commission)**

- ➢ Provides funds for projects that enable communities to capitalize on broadband access, such as distance learning, telehealth/telemedicine, e-government, and e-business applications and workforce development.

Additional Information:
- ➢ The focus of Information Age Appalachia is not only on access to infrastructure, but also, and more importantly, on applications that use that access. Instead of simply promoting technology by itself, the program seeks to stimulate economic growth and improve the standard of living in the Region through technology-related avenues.

  The four key areas of the program are:

  - Access and infrastructure
  - Education and training
  - E-commerce
  - Technology-sector job creation

Eligibility:
- ➢ Only New York counties included in the Appalachian Regional Commission are eligible for funding. These counties include Allegany, Broome, Cattaraugus, Chautauqua, Chemung, Chenango, Cortland, Delaware, Otsego, Schoharie, Schuyler, Steuben, Tioga, and Tompkins. Interested organizations must contact the New York State Department of State to discuss individual project eligibility requirements.

Contact:
> Website: http://www.arc.gov/index.do?nodeId=21
> 1666 Connecticut Avenue, NW
> Suite 700
> Washington, DC 20009-1068
> Please send general correspondence to this address. You may also telephone ARC at (202) 884-7700, or send email to info@arc.gov.
> For questions on specific topic areas, please refer to the contacts listed on the ARC Offices and Staff page.

> **New York State Department of State**
> One Commerce Plaza, 10th Floor
> 99 Washington Avenue
> Albany, NY 12231
> Telephone: (518) 473-3355
> E-mail: localgov@dos.state.ny.us

3) Economic Development Facilities and Public Works (Economic Development Administration)

> Provides funding for construction of infrastructure in areas that are not attractive to private investment. Most funding is for water and sewer infrastructure but some has been designated for communications projects.

Additional Information:
> Public Works and Economic Development investments help support the construction or rehabilitation of essential public infrastructure and facilities necessary to generate or retain private sector jobs and investments, attract private sector capital, and promote regional competitiveness, including investments that expand and upgrade infrastructure to attract new industry, support technology-led development, redevelop brownfield sites and provide eco-industrial development.

Eligibility:
> An Eligible Applicant that is a non-profit organization must include in its application for Investment Assistance a resolution passed by (or a letter signed by) an authorized representative of a general purpose political subdivision of a State, acknowledging that it is acting in cooperation with officials of such political subdivision.

Contact:
> Point of Contact: Willie C. Taylor, Regional Director

Telephone: (215)597-4603
Fax: (215)597-1063 fax
Email: Wtaylor@eda.doc.gov
The Curtis Center, Suite 140 South
601 Walnut Street
Philadelphia,PA 19106-3821

4) New York State Universal Broadband Access Grant Program

➢ The State of New York is seeking broadband grant proposals to accomplish increasing the physical access to broadband Internet services and to provide equal and universal access to broadband Internet services for underserved urban and rural areas. The State of New York is seeking broadband access grant proposals for funding which will facilitate an open access environment to promote competition and provide consumers with choice, increase New Yorker's universal access to high speed, affordable broadband, increase digital literacy in unserved and underserved urban and rural communities, foster economic development throughout the State accelerate the use of State and local e-government services offered through the Internet to residents, businesses and visitors and create jobs through innovative community-based digital literacy and technology training programs.

Additional Information:
➢ It is the intent of the State to seek public-private partnerships that maximize state-provided funding to the greatest extent possible with matched funds. While not mandated, the desired objective is a 4:1 match ratio, where the eligible applicant guarantees $4 will be provided for each $1 awarded by the State. Applicant commitments may be in the form of cash, in-kind goods and services or a combination of the two.

Additionally, the State desires the grant monies be provided so upstate and downstate communities benefit from this program.

Eligibility:
➢ Eligible applicants for funding may include public and private entities and not-for-profit organizations.

Contact:
➢ NYS Department of Economic Development
Division 30 South Pearl Street Albany, New York 12245
Telephone: (518) 292-5250
Fax: (518) 473-0665
Website:
http://www.oft.state.ny.us/oft/UniversalBroadband/Universal_Broadband_Grant_RFP.pdf

5) Library Services and Technology Act Grants to States, Native American Tribes, and Organizations That Primarily Serve and Represent Native Hawaiians (Institute of Museum and Library Services)

➢ Provides funds for a wide range of library services including installation of fiber and wireless networks that provide access to library resources and services.

Additional Information:
➢ The Library Services and Technology Act (LSTA), the major federal grant program for libraries, was passed September 25, 2003. Administered by the Institute of Museum and Library Services, it:
- Is a state-based program.
- Has purposes which focus on information access through technology and information empowerment through special services.
- Emphasizes public libraries, but encourages interlibrary cooperation and partnerships among all types of libraries.
- Increases emphasis on accountability and evaluation.

Number of Applications
There is no limit on the number of applications a library may submit. However, libraries must prioritize all applications submitted. Capability to implement a project and the track record of previously implemented projects will be considered as factors in awarding grants. Each library should assess its ability to implement multiple grants before submitting applications.

Number of Years of Project Funding.
There is no limit on the number of years that a project may be funded. Applications are evaluated and grants awarded on a single year basis. Based upon the year of the project's funding, different application requirements are used. Applications for the first year of a project must be submitted utilizing the first year project application instructions (page 16). Applications submitted for subsequent years of funding must apply based upon the continuing project application instructions (page 24). A library's track record - including effectiveness of evaluation - will be taken into account for multiyear projects.

Grant Award Amounts
There is no minimum or maximum amount of grant funds that may be awarded. The amount of grant awards will be determined each year based on the availability of funds,

and the evaluation of applications according to established program priorities and criteria for evaluation of applications.

Eligibility:
 ➢ The following entities are eligible to apply for LSTA funds:

Public libraries
Public libraries are all libraries eligible to receive State Aid to Libraries grants, and city, county or nonprofit association-funded libraries that provide free library services to their legal service area. This category also includes state-supported institution and Native American tribal libraries. Unless otherwise provided for, the administrative unit of a consolidated or cooperative public library coordinates and applies for grants on behalf of member or branch libraries. Grant agreements will be made with the governing body of the public library cooperative for projects implemented by member libraries. Grants may be applied for to benefit a single or some members of a public library cooperative. Correctional institution libraries that are not a part of the Florida Department of Corrections or privately operated correctional facilities must meet the basic eligibility requirements under section II.A and B to receive a grant. Applications from correctional institution libraries administered by the Florida Department of Corrections must be coordinated through and administered by the central office of the Department of Corrections. Department of Children and Families libraries must also meet the basic eligibility requirements under section II.A and B to receive a grant.

Public elementary, secondary or charter school libraries
Unless otherwise provided for, the county school board coordinates and applies for grants on behalf of public elementary, secondary, and charter school libraries. Grant agreements will be made with the county school board for projects implemented by libraries in a school district. Grants may be applied for to benefit a single or some members of a school district. To be eligible to receive a grant, the district media coordinator or contact must meet the requirements provided in II.A. When the district media coordinator or contact does not meet the eligibility requirements, grant applications may be submitted in partnership with another school district or another type of library that meets all of the eligibility requirements.

Academic libraries
Academic libraries include public (10 state universities and 28 community colleges) and private post-secondary education libraries. The College Center for Library Automation and the Florida Center for Library Automation are also included in this category.

Library consortium

Eligible library consortia in Florida are the six multitype library cooperatives: Central Florida Library Cooperative, Northeast Florida Library Information Network, Panhandle Library Access Network, Southeast Florida Library Information Network, Southwest Florida Library Network, and Tampa Bay Library Consortium.

Special libraries

Special libraries include information resource centers located at publicly supported government agencies, museums, hospitals, associations and other organizations with specialized information needs. At least 50% of the agency's operating funds must come from public governmental sources. Partnerships or cooperative efforts on projects may occur among all types of libraries. The library that administers the project should submit the application. For example, if the partnership includes an academic library and a public library, the application should be submitted by the public library, if the public library is to administer the project. If the academic library is to administer the project, the application should be submitted by the academic library.

Contact:

➢ New York State Library
Cultural Education Center
310 Madison Avenue
Empire State Plaza
Albany, NY 12230
E-mail: nyslweb@mail.nysed.gov
Website: http://www.nysl.nysed.gov/libdev/lsta/

Section IV
Letters of Support from Senator Gillibrand

While Senator Gillibrand does NOT decide which organizations are awarded grants, there are instances in which it is appropriate for the Senator Gillibrand to write a letter of support for an application. If you wish to request a letter of support for your application, you must supply Senator Gillibrand with the following:

1. A description of your organization,
2. Summary of the application,
3. a description of what the money will be used for, and
4. a draft letter of support

Please forward this information to the nearest regional office:

Capitol District
Senator Kirsten E. Gillibrand
Leo W. O'Brien Federal Office Building
1 Clinton Square
Room 821
Albany, NY 12207
Tel: (518) 431-0120
Fax: (518) 431-0128

Long Island
Senator Kirsten E. Gillibrand
155 Pinelawn Road
Suite 250 North
Melville, NY 11747
Tel: (631) 249-2825
Fax: (631) 249-2847

Buffalo/Western New York
Senator Kirsten E. Gillibrand
Larkin at Exchange
726 Exchange Street, Suite 511
Buffalo, NY 14210
Tel: (716) 854-9725
Fax: (716) 854-9731

New York City
Senator Kirsten E. Gillibrand
780 Third Avenue
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New York, New York 10017
Tel. (212) 688-6262
Fax (212) 688-7444

North Country
Senator Kirsten E. Gillibrand
PO Box 273
Lowville, NY 13367
Tel. (315) 376-6118
Fax (315) 376-6118

Rochester Region
Senator Kirsten E. Gillibrand
Kenneth B. Keating Federal Office Building
100 State Street
Room 4195
Rochester, NY 14614
Tel. (585) 263-6250
Fax (585) 263-6247

Syracuse/Central New York
Senator Kirsten E. Gillibrand
James M. Hanley Federal Building
100 South Clinton Street
Room 1470
PO Box 7378

Westchester County
Senator Kirsten E. Gillibrand
Tel. (914) 725-9294
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